



**Minutes of the
ALAMEDA FREE LIBRARY BOARD MEETING
December 10, 2008**

The regular meeting of the Alameda Free Library Board was called to order at 6:02 p.m.

ROLL CALL

Present: Ruth Belikove, President
Mike Hartigan, Vice President
Karen Butter, Board Member
Alan Mitchell, Board Member

Absent: Gail Wetzork, Board Member

Staff: Jane Chisaki, Library Director
Marsha Merrick, Recording Secretary

CONSENT CALENDAR

An asterisk indicates items so enacted or adopted on the Consent Calendar.

- A. *Report from Library Director Highlighting Activities for the Month of December 2008. Accepted.
- B. *Draft Minutes of the Regular Library Board Meeting of November 12, 2008. Approved.
- C. *Library Services Report for the Month of October 2008. Accepted.
- D. *Financial Report Reflecting FY 2008-09 Expenditures by Fund through November 2008. Accepted.
- E. *Bills for Ratification for the Month of November 2008. Approved.

Vice President Hartigan asked why the telephone account is in the negative on the Expenditure Status Report. Director Chisaki explained that each department pays a monthly chargeback to IT (the Library's share is \$2,200) for debt still owed on the phone system. Being unaware of this charge, additional money was not budgeted. Hartigan also asked why there is only \$15,000 left for electricity this year. Chisaki said a large chunk of money is already encumbered on a purchase order for Alameda Power & Telecom, and the \$15,000 is what is left after that, so we are still in very good shape. Chisaki went on to say that if funds become available, there is already a request in to install solar panels on the Library.

President Belikove asked for a motion to accept the Consent Calendar as presented. Member Butter so moved; Member Mitchell seconded the motion which carried by a 4-0 vote.

ORAL COMMUNICATIONS, NON-AGENDA (Public Comment)

There were no communications from the public members in attendance.

UNFINISHED BUSINESS

A. Neighborhood Library Improvement Project (G. Wetzork)

In Member Wetzork's absence, Director Chisaki reported that the NLIP team met and came up with 4 firms to interview on 12/16/08. Contractor selection will be made that day; all firms received our boilerplate contract with the proposal package, so the City Attorney's office has promised to push this through quickly. The contract award is expected to go through at the January 6 City Council meeting.

B. Consideration of Art Donation (R. Belikove)

Space was found to hang the Gary Bukovnik painting on the first floor Lincoln Street side of the building; it can be broken up and mounted separately. President Belikove and Supervising Librarian Hall went to San Francisco to view the piece which looked to be in good condition. Member Butter asked what the circumstances of the donation were, i.e., will we be able to dispose of the piece later, or are we to keep it for perpetuity. Butter was quite concerned about acceptance without a policy in place. Member Hartigan also pointed out this piece would take display space away from the rotating exhibits the Library hosts. Director Chisaki asked Belikove to tell the artist that we need to have our policy in place before taking the art. Chisaki has given Hall some art policies from other libraries to get started on putting ours together.

NEW BUSINESS

A. Art Exhibit Committee (R. Belikove)

President Belikove said Peggie Williams moved so is no longer on the art exhibit committee. They need to recruit a new member, as they have only 4 now. A newspaper advertisement needs to be placed, asking people to submit letters of interest as they did upon the committee's initial formation. Belikove had a few possible leads, so she will make some calls first; if these people are interested, she will ask that they submit a letter. The next exhibit coming to the Library in January will be Chinese Brush Painting by artist Dolly Fong.

B. Alameda Free Library Foundation (A. Mitchell)

The Foundation approved their investment policy, and the Executive Board will meet later in the month. Instead of giving money to the Library piecemeal for individual requests, the Foundation has decided on an annual distribution instead. This will vary on what interest has been earned, and half of the amount that was raised throughout the year on special programs. This year's distribution amount will be around \$7,500, plus \$5,000 from the Michael Pollan event.

C. Friends of the Alameda Free Library (M. Lambert)

Marc Lambert reported that the newsletter had come out that day, with a new feature on the address label showing membership status. The Friends have adopted their 2009 budget; they expect to raise \$49,500 this year. The next Friends meeting will be on January 26.

D. Patron suggestions/comments (Speak-Outs) and Library Director's response.

A request was made for signage around the Circulation Desk instructing patrons to wait until the previous person is done with their transaction before stepping up to the counter for assistance. This has been a challenging area to control. With the elevator, staircase and express check-out stations right there, it is difficult to clearly form a line. Some new signage alternatives will be given a try. A request was made that I.D. be required along with your library card to check out books. That way, if someone steals your card, they would not be able to use it. It is important to keep your library card as secure as you would a credit card, and report its loss immediately.

LIBRARY BOARD COMMUNICATIONS

Board Member Butter mentioned watching the City Council meeting, and how confusing it had been when discussion was held on how much bond money proceeds were available for Library construction. The Interim Finance Director had been talking about a special fund that pays the debt service for the Library. Finance will send a report to Council with a full explanation, and better numbers will be available for Director Chisaki after her meeting with Finance staff on the following day.

DIRECTOR'S COMMENTS

Chisaki reminded Board members to do their AB1234 ethics training so the certificates can be turned in to the City Clerk's office. "The Buzz" – a newsletter from the Harbor Bay Athletic Club – is out and it lists the Library's upcoming programs and events. The Art Exhibit Calendar will be included in Board packets starting in January. On January 20th, the League of Women Voters, the Friends of the Alameda Free Library and the Alameda Free Library will co-host an inauguration viewing event, starting at 7:30 a.m. in the Regina K. Stafford Community Meeting Rooms.

ADJOURNMENT

President Belikove asked for a motion to adjourn the meeting at 7:15 p.m. Vice President Hartigan so moved; Member Mitchell seconded the motion which carried by a 4-0 vote.

Respectfully submitted,

Jane Chisaki, Library Director and
Secretary to the Library Board